

MEMORANDUM FOR: Director of Central Intelligence

VIA : Acting Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Reimbursement for Travel Costs

REFERENCE : OGC's and D/Pers' memos same subj. dtd
2 May 77 and 7 June 77 respectively

2 AUG 1977

1. Action Requested: None; for information only. The following is in response to your questions regarding the reimbursement of travel costs for Summer Interns.

2. Background: On 24 August 1976, the Director of Finance requested the Office of General Counsel to examine current Agency practices regarding the payment of travel expenses for student employees involved in the Agency's Co-op and Summer Intern Programs. In their reply dated 2 May 1977 (see Tab A), OGC stated that in their opinion there is legal authority to support such payments if included in the contract as part of compensation entitlements since contract employees are not subject to the classification schedules and their rate of pay is not fixed by law or regulation. They further stated that whether the Agency should continue to provide these benefits was basically a policy question to be resolved by appropriate authorities.

3. On 7 June 1977 a memorandum was forwarded to the Deputy Director for Administration by the Director of Personnel requesting approval to continue reimbursement of travel expenses for the Agency's undergraduate Cooperative Education Program. Approval was not requested for the payment of travel expenses for the Summer Interns following the 1977 program. As you know, the Agency does not pay EOD travel expenses for its new career employees unless they fall into a specific "hard-to-find" category. We did not feel that Summer Interns could be so categorized since we have always had an extremely large group of applicants from which to make our final selection. This year, for example, 850 inquiries were received from well-qualified students for 65 Intern positions. Most of the Summer Interns are with the Agency for only one summer and their salary range is from GS-07 to GS-10 while Co-op students

usually spend at least one year with us on alternating quarters or semesters and are paid at the GS-03 to GS-07 rate. On 10 June 1977 the Deputy Director for Administration approved the Director of Personnel's recommendations (see Tab B).

4. There are no special funds that can legally be used to reimburse students for travel costs. However, the Credit Union will make loans to Summer Interns in an amount not to exceed \$1,000 with the proviso that the entire amount be repaid prior to the termination of their contract. In most cases this would be within a three-month period.

5. The contracts signed by the students in the current program provide for the payment of travel costs. The new policy will not become effective until 1978. Since legal authority does exist to continue to reimburse Summer Interns for travel expenses if included as part of their compensation entitlement, our policy in this regard can be reversed if you so desire.

[Redacted Signature]

F. W. M. Janney

Attachments
As Stated

Executive Registry
177-8444/3

6 AUG 1977

*Appears to me whole issue
is financial - & I agree with trying
to save \$ where we can. Benefit of
paying this is EEO & geographical spread -
To judge trade off I need a guess
as to annual cost - ?
Jm*

ADMINISTRATIVE -

[Redacted Signature]

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77-3198

17 JUN 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Authority for Travel Reimbursement of Student
Employees

REFERENCE : OGC's memo, same subj., dtd 2 May 1977

1. It is requested that approval be granted to continue the payment of travel expenses for co-op students from their school of record to Washington and return to school upon completion of each work period. The attached memorandum from OGC states that there is legal authority to support the payment of such travel if it is included as part of the compensation entitlement.

2. The Agency's Co-op Program is used as a mechanism to attract students majoring in hard-to-find occupational skills. Seventy-five percent of current requirements are for engineering students with the remainder in the math, physics, computer science, and accounting fields. Because of the complexity of the work the students perform and the importance of our mission, we have set higher employment standards than has the rest of the federal government. While other federal agencies require a 2.0 grade point average (GPA) for acceptance in their co-op programs, we require at least a 2.75 GPA with most of our students earning from 3.0 to 3.5 on a 4.0 scale. Further, we require each applicant to meet our medical and security standards.

3. Since our co-op students usually enter on duty at the GS-3 level, the payment of travel expenses has been a substantive factor in recruiting, especially at those schools some distance from Washington. It has also been a significant positive factor in the EEO aspect of this program.

4. Approval is not requested for payment of travel costs of Summer Interns beyond this year. They are not a hard-to-find category and we have an extremely large group from which to select. This year 850 applications were received from well-qualified students for 60 positions. Since most interns are with the Agency for only one summer and their salary range is from

GS-07 to GS-10, it is not felt that payment of travel is a necessary inducement for accepting employment. However, we request that students participating in the 1977 program be reimbursed for travel since they have been advised such costs would be paid and it has been provided for in their contracts.

5. In response to the OGC opinion that this program, as administered by the Agency in terms of benefits and grade, is not in conformance with the Federal Government's Co-op Program and therefore should not be so identified, we propose the program be redesignated "Student Trainee Program."

(Signed) F. W. M. Janney

F. W. M. Janney

Approved/~~Not Approved~~:

/s/John E. Blake

Deputy Director for Administration

10 JUN 1977
Date

Distribution:

- Orig - Return to D/Pers (Policy File)
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- 1 - D/Pers w/held
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- 1 - Coord for Co-op Program
- 1 - DD/Pers/P&C-Review Staff
- 1 - DD/Pers/SP-CPD

OP/RD

(1 June 1977)

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OFFICE OF THE DIRECTOR

Date: 25 July 1977

TO: A/DDA

FROM:

[Redacted]

SUBJECT: Reimbursement for Travel Costs

REMARKS:

During a meeting with the summer intern MAG-type group last week, the subject of reimbursement for travel costs was raised. The Director was told that this was no longer possible and that it was a hardship for many of the interns and would have an inverse impact upon the geographic and institutional representation in the intern group.

The DCI asked for a report on this subject. What was the policy, what is it now, what legal provisions apply, what are the alternatives available to cope with this (any special fund or authorization he could use, loans from the credit union or other funds, etc.)--are some of the questions he would appreciate having answered.

Please prepare a memorandum for the DCI on this subject.